

TrainingFinder Integrated Affiliate Network (TRAIN)  
A Learning Management System for Professionals Who Protect the Public's Health

## User QuickGuide

**TRAIN is not a Course Provider – most registration and course questions need to be directed to the course contact listed in the “Contacts” tab in the course description or the Session Contact, if one is listed. If there are issues with the system, etc., please contact [DHSWiTrain@wisconsin.gov](mailto:DHSWiTrain@wisconsin.gov). Almost all of the courses, etc., are free of charge.**

### How to login to the Wisconsin TRAIN

1. Type <http://wi.train.org> into your browser. (Internet Explorer works the best.)
2. Enter your Login Name and Password and click the “Login” button.
3. Once logged in, you will be taken to the TRAIN member home page.

**NOTE: If you are a new user, click directly on the “Creating Your Account” section.**

### Creating Your Account

1. On the TRAIN home page, click the “Create Account” button.
2. On the following page, please review the linked TRAIN Policies and check the box that is adjacent to “I agree to these TRAIN policies” before clicking the “Next” button.  
**NOTE: Do not hit your browser’s “Back” button at any time during the registration process. Instead, use the “Back” and “Next” buttons provided at the bottom of each page.**
3. Fill out all the necessary information on each of the subsequent pages. Required fields are indicated by a red asterisk\*. Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be prompted during the password retrieval process. Select “Next” to continue.
4. You will be asked whether you are a member of the Medical Reserve Corps (MRC). Select the appropriate response and click “Next”.

**NOTE: If you are a member of the MRC, you will be directed to fill in the appropriate fields when prompted. Please contact the MRC-TRAIN Administrator if you have any questions. Contact information: [mrcsupport@train.org](mailto:mrcsupport@train.org).**

5. Choose a county (and possibly a city) for your location. Click “Next.”
6. Select up to three (3) professional roles that best match your job description. You will have to choose a main role at a later date. Some may require you to select a specialization from the adjacent dropdown menu. If you select “Other,” please type your specialization in the space provided. Click “Next” when ready to proceed.
7. Select up to three (3) work settings that best fit your work environment. Some may require you to select a more detailed response from an adjacent dropdown menu. If you select “Other,” please type your answer in the space provided. Click “Next” to continue.
8. Optional demographic information is requested and assists the Division of Public Health in creating reports and statistics. Click “Next” to continue.

**NOTE: Your Learner profile information can be edited at any time following registration.**

### What if You Forget Your Password

1. Click on “Forgot Your Password?” on your TRAIN home page.
2. Enter your email address and select Send me my Password.
3. You will receive an email shortly, giving you your Login ID and password.
4. However, if your email is associated with more than one account, you will have to use the link provided to get more personal assistance.

### How to Edit Your Learner Record

1. Login to TRAIN.
2. On the Home page, click “My Account” from the “My Learning Record” on the right side of the page.
3. You are able to change text and settings as needed by clicking on the “Details,” “Groups,” or “My Profile” tabs.

### How to Search for Courses

1. Click on the “Course Search” tab located in the navigation bar at the top of the screen.
2. Select the appropriate criteria for your search from the menu that appears on the left side of the page.
3. Next, either select your search variables from the list or enter your search query in the field. You may select multiple variables by holding down the Control key while making your selections.
4. Click “Search” to search for your desired courses.

**NOTE: The “Advanced Search” option allows you to combine criteria in one search.**

**NOTE: For your convenience, you can save search criteria for future searches by clicking the “Save Criteria” button. You can also request email notification of any new courses that meet your saved search criteria by checking the box adjacent to “Notify me about courses satisfying this search criteria.”**

### How to Register for Courses

1. Locate your desired course by: (1) using the listing in Upcoming Events on the Home page (web-based courses cannot be listed in Upcoming Events); (2) using the method outlined in “How to Search for Courses;” or, (3) by clicking on “Browse” to browse through an alphabetic list of available courses. You can select “Browse Wisconsin” to narrow the search.
2. Click on the title of the course you wish to register for.
3. Course details, competencies, audience, and subject matter information appear on the cover page.
4. Contact information is available by clicking the “Contacts” tab. You may view course reviews by clicking the “Reviews” tab.
5. To register for the course, click the “Registration” tab. If there are multiple sessions listed, click “Register” to the right of the session you wish to register for. There may be further instructions to register for the course, for instance, if there is a fee, or if the provider wishes you to register through a specific website. However, even if you are referred to another website, at this point you are registered for the course in TRAIN.
6. Some courses may require a post-evaluation or post-assessment before the course is completed. If such a process is mandatory, upon your completion of this requirement, the course will automatically be transferred to your Transcript, and it will be verified automatically.

## TRAIN Course Formats

1. Live Event (e.g. Conference, Workshop, Live Training, Exercise, etc.) If this is an on-site event with multiple locations/sessions, click the “Get Locations” button to view all locations/sessions. You may need to follow the course provider’s additional registration instructions.
2. Physical Carrier (e.g. CD-ROM, VHS, DVD, etc.) Some courses may consist of training materials that need to be ordered from the course provider. Click the register button to add the course to your “My Learning” section, and then follow the course provider’s additional registration and ordering instructions.
3. Online Course (e.g. Web-based self-study, “on demand,” archived webcast, etc.) If the course is self-launching, you will be able to immediately access the course. Otherwise, there may be a fee or supplemental registration requirements. To launch the course, click the “Launch” button (if available) or follow the additional registration instructions.

**NOTE: Some courses/events require registration steps outside of TRAIN. Please follow the course provider’s instructions regarding the registration process. If you have questions about external registration, please use the contact information in the “Contacts” tab. You will, however, receive a registration verification email from TRAIN and can also verify your registration by clicking on “My Learning” in the “My Learning Record” located on the right side of your Home page – the course should be listed as “In Progress.”**

## How to Launch a Course for Which You Have Already Registered

1. Login to TRAIN.
2. From the Home page, click on “My Learning” in the “My Learning Record” box located on the right side of the page.
3. You will see a listing of all the courses you are registered for. To launch a course, click on the title.

## How to Mark a Course Completed, Archived, or Withdrawn

1. Login to TRAIN.
2. From the Home page, click on “My Learning” in the “My Learning Record” box located on the right side of the page.
3. To change the status of a course, click on the M (Manage) icon to the right.
4. You can click on the “Completed” button to mark the course completed, sending it to your transcript. Also, on the course management page you will be able to enter a score, if applicable. You may also select the “Archive” button to archive a course to resume later, or select the “Withdraw” button to withdraw from a course. Being marked completed, however, does not transfer to your transcript. The course must be verified, so it may be necessary to contact the contact person for the course to be verified by the course provider.

## How to Add Non-TRAIN Courses to Your Course Record

1. Login to TRAIN.
2. On the Home page, click “Transcript” in the “My Learning Record” box to the right on the page.
3. To add a Non-TRAIN course or a course you have already taken (in the past year) to your transcript, click on the “Add” button located to the right of the “Non-TRAIN Courses” header.
4. Fill in the necessary information and click the “Save” button.
5. In order to remove any courses from your transcript, click on the “R” button.
6. You also have the option of uploading any certificate you may have to this course for future reference.

## How to Post a Course Review

1. Login to TRAIN.
2. To review a course that you are currently enrolled in or have completed, you may do so from the “My Learning” page located in the “My Learning Record” box on the right side of the page.
3. Click on the M (manage) icon located to the right of the course.
4. Click on the course title located at the top of the page.
5. Click on the “Reviews” tab on the following page and then click on the “Add” button.
6. Fill out the rating, description accuracy, comments, and title fields of the form.

**NOTE: If you want your review to be posted anonymously, simply uncheck the “Show my name on the review” box.**

## How to Utilize the Resources Section

1. Login to TRAIN.
2. Click the “Resources” tab in the Navigation Tab bar at the top of the page. If you have rights, it will appear.
3. You will have several options:
  - To locate a resource, choose from the categories listed in the menu on the left or use the “Search Documents by Keyword” function.
  - To read a resource document, click on the title.
4. Complete the necessary information in the fields provided.
5. To upload a document, select the “Upload File” radio button, then type the path location of your document or click “Browse” to locate it on your computer.
6. To create a link to a website, select the “URL to Browse” radio button and type in the address of the website in the text field.
7. Click the “Save” button to submit the resource for approval by the state or national TRAIN administrator.

## How to Utilize the Discussion Boards

1. Login to TRAIN.
2. Click the “Discussion Boards” tab in the navigation bar at the top of the page.
3. You will have several options:
  - Choose a discussion topic from the menu on the left side of the screen.
  - Expand a discussion topic by clicking the “+” next to the discussion thread.
  - Click on the title to view a message.
  - Click the “Reply” button to reply to a message.
  - Click the “New Thread” button to create a new discussion thread. Complete the necessary information and click the “Submit” button.

## Where to Find Help

For additional assistance or information on TRAIN, the preferred option is to email [DHSWiTrain@wisconsin.gov](mailto:DHSWiTrain@wisconsin.gov). Contact information can also be found by clicking the “Help” tab at the top of the Home page and then clicking on “Contacts” on the left side.

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